3210 WAIVER/REACTIVATION POLICY

POLICY

Utah law provides that the "Basic Training" requirement of Peace Officer certification may be waived by the Director of POST if the applicant has successfully completed a comparable Peace Officer Basic Training program or a training program that, in the Director's judgment, is equivalent to the program required for certification in Utah. Waiver applicants will be required to furnish POST with a copy of their basic training curriculum and proof of successful completion of the program.

WAIVER refers to a person who has completed a peace officer basic training program and wants Utah POST to recognize that training and waive the basic training requirement. All or any part of the program may be waived.

REACTIVATION refers to a person who has previously been certified as a peace officer in Utah but has been out of law enforcement for more than one year but less than four years as described in Utah Code 53-6-208(2a) and 53-6-306(2a). The certificate of a peace officer or dispatcher lapses if he has not been actively engaged in performing the duties of a peace officer or dispatcher with in the previous four years.

Fees: The following fees will be assessed:

Waiver (written exam) and P.T.	$100.00
Reactivation (written exam only)	$ 50.00
P.T. Retake	$ 50.00
Fingerprint Cards	$ 15.00

(Money order only payable to BCI)

*Waiver fee is payable at time of testing. The fee is not applicable if an individual is currently employed by a Utah Law Enforcement agency.

PROCEDURE

<u>WAIVER ELIGIBILITY:</u>

The In-Service Bureau Chief will evaluate all peace officer and dispatcher training programs for waiver eligibility.   Generally the following rules will apply:

1.   Applicants who have been certified for at least one year as a city, county, state, federal, or military law enforcement officer within the last four years, and have left in good standing, may be eligible for waiver. All out-of-state waiver applicants are required to pass the National Police Officer Selection Test prior to applying for a waiver.

2.   Applicants who have successfully completed a Utah state law enforcement basic training academy within the last four years may be eligible for reactivation.

3.   Utah approved college/university criminal justice degree programs may qualify for waiver. In order for a criminal justice degree program to qualify for waiver, it must have prior approval of the Director.

4.   When the application is approved by POST, the applicant will be sent a copy of the basic training performance objectives and a Utah traffic and criminal code book.

WAIVER AND REACTIVATION TESTING PROCEDURE:

1.   Waiver and reactivation applicants must pass a written examination. This examination will include questions concerning many of the performance objectives taught in basic training. The test is composed of true/false, multiple choice and matching questions. The applicant will be allowed three hours to complete the test and must achieve a score to 80% to pass.

2.   If the applicant does not pass this examination, he/she may take one make-up examination. An applicant must take the examination within 90 days from the date of the application approval. Reactivation applicants must complete this process before the four year time limit has expired. Applications who obtain two failing scores will be required to attend a basic training program before certificating can be granted.

3.   If the applicant fails the written exam, POST staff may tell him how many questions he missed in each area but will not review individual questions or concepts.

4.   Waiver applicants must pass the physical assessment test in each testing area at 50th percentile.

5.   Waiver applicants who fail the physical assessment test will have four years from their last date of peace officer employment to meet the approved standard. Retesting during the four year period will be at the convenience of POST and a testing fee will be imposed each time a test is administered.

WAIVER AND REACTIVATION OF CERTIFICATION APPLICANTS MUST COMPLETE AND SUBMIT TO POST:

1. Form #60 - **Application and Background Clearance for POST Approved Basic Training Programs.** This form must be signed by the applicant. A recent photograph, a copy of the applicant's high school diploma, applicants driving record, DD 214 form (if veteran), and a birth certificate must be provided.

2. Form #93/3/92 - **Medical Release.** This form must be signed by a physician before taking the physical assessment test. (Waiver applicants only).

3. **Fingerprint Cards (2)** - A criminal record search must be completed prior to certification. Cards must be completed filled

4. Form #05/90 - **Waiver of Liability.** Must be signed by the applicant.

5. Form #61 - **Applicant for Peace Officer Certification.** The department head must complete this form. This form is to be turned in to POST only after being hired by an agency.

6. **Waiver and Authorization to Release Information**. This form must be signed by applicant.

7. Copy of **National Police Officer Selection Test** results.

WAIVER/REACTIVATION OFFICE PROCEDURES:

1. The Waiver/Reactivation test will be given every other Thursday. The testing process will begin at 1000 hours.

2. Waiver/Reactivation applicants must bring the POST letter of approval for test. No one will be allowed to test that has not been scheduled.

3. A room will be scheduled for applicants to take the written exam. The applicants my have three hours to complete the exam.

4. No other testing times will be scheduled without the written approval of the In-Service Bureau Chief.

5. The P.T. test will be administered by a POST Training Supervisor.

6. The written test will be administered by an In-Service Technician, if available.

7. Only the **most recent** POST application will be accepted. **Only the original application with the red number in the lower right hand corner of the application will be accepted**.

8. **APPLICATION <u>MUST BE COMPLETE</u>**.

ENTRANCE TESTING:

All applicants for law enforcement training and waivers are required to take and pass the National Police Officer Selection Test prior to submitting an application to POST. The fee for this test will be $25.00 each time it is taken. Applicants may take this examination at the following test sites:

Salt Lake Community College Skill Center
1575 South State, Salt Lake City, UT 84115
801-957-3249
Testing Monday-Friday, 8:30 a.m. to 2:30 p.m.

Testing Center Weber State University
Ogden, UT 84408-2906
801-626-6804
Testing monthly - Call for dates and appointment

Utah Valley State College
800 West 1200 South
Orem, UT 84058-5999
801-222-8161
Testing monthly - Call for dates and appointment

Bridgerland Applied Technology Center
1301 North 600 West
Logan, UT 84321
801-735-6780
Testing done July of each year - Call for specific dates and appointment

Dixie College Admissions Testing Center
225 South 700 East
St. George, UT 84770
801-652-7692
Testing done weekly - Call for specific dates and appointment

ALL FINGERPRINT CARDS MUST BE DONE BY:

Bureau of Criminal Identification
3888 West 5400 South
Salt Lake City, UT 84118

✓ You must take the enclosed fingerprint cards with you at the time you have your fingerprints taken. All out of state **waiver** applicants will have to make arrangements to have their fingerprints taken at the time they arrive in Salt Lake City to take the waiver test.

✓ BCI is open Monday thru Friday from 8:00 am to 5:00 pm excluding holidays. Please let BCI's front desk personnel know that you are doing your fingerprints for a POST re-certification or waiver so you won't be charged for the fingerprinting services.

✓ You will be charged $15 at that time for the background check, and you can pay this fee at the front desk.

✓ Your cards will be kept by BCI personnel and sent through the WIN/FBI background check process.